

File

Training 103-1

CONFIDENTIAL

5 December 1960

(1962
files)

TO : All Records Management Personnel
FROM : Chief, Records Management Staff
SUBJECT: Registration for January 1961 Filing Workshops

1. The December issue of the "CTR Bulletin" will announce the following dates for the next Filing Workshops:

DDS Monday 16 Jan. 1961 Room 501 1016 16th St.

DDI Thursday 19 Jan. 1961 117 Central Building

DDP Tuesday 24 Jan. 1961 1402 "I" Building

(Registration closes 9 Jan. for DDS and DDI and Jan 16 for DDP. A Form 73, Request for Training thru the Training Officer is required from each student. Acceptance will be on a first come first serve basis.)

2. These one-day workshops will study selecting and installing a file system, filing supplies and equipment, the Agency Records Program, and solving office filing problems. Although the Subject-Numeric Filing System is emphasized for administrative files, use of other types of special files and filing procedures are also reviewed.

3. We found that last year's successful attendance was due to the positive action by Area Records Officers who personally pushed for a representative attendance for each office in their areas. Therefore, I will appreciate your promotion of registration again, for this year's Filing Workshops. I'm sure your records program and office file procedures will definitely benefit through each person you encourage to attend the Filing Workshop.

4. Is there anything in particular in this area of filing that you feel we should include in these Filing Workshops?

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